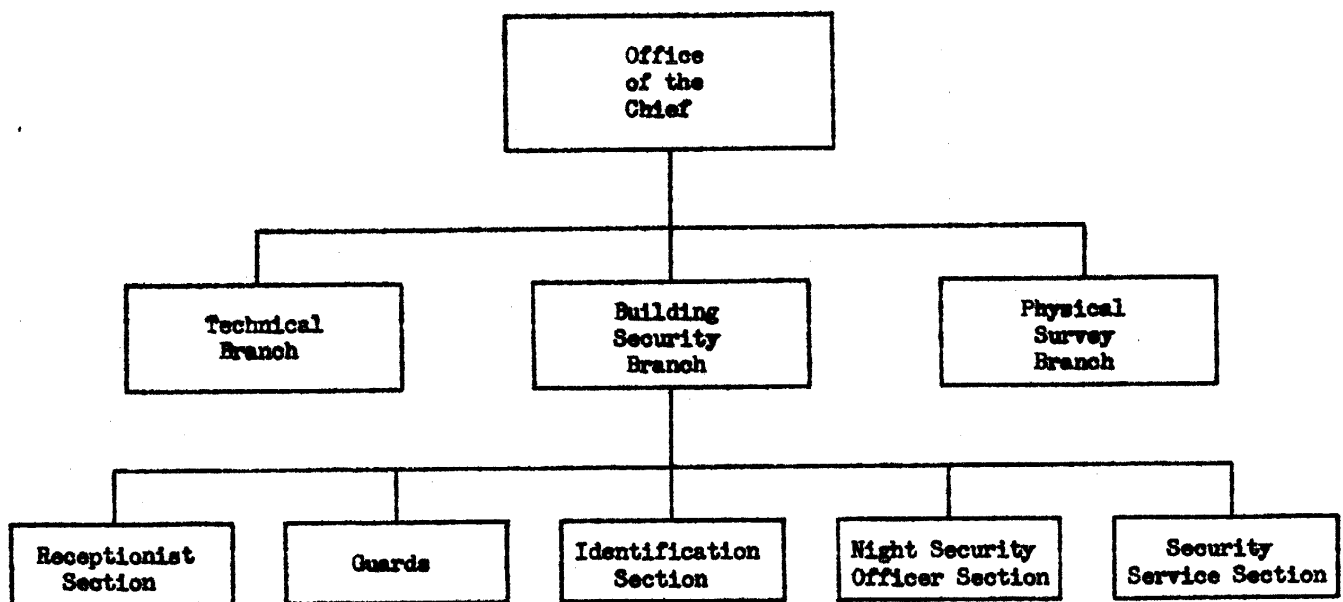


TAB

Security Office
Physical Security Division



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S E C R E T

STATEMENT OF FUNCTIONS
PHYSICAL SECURITY DIVISION
SECURITY OFFICE

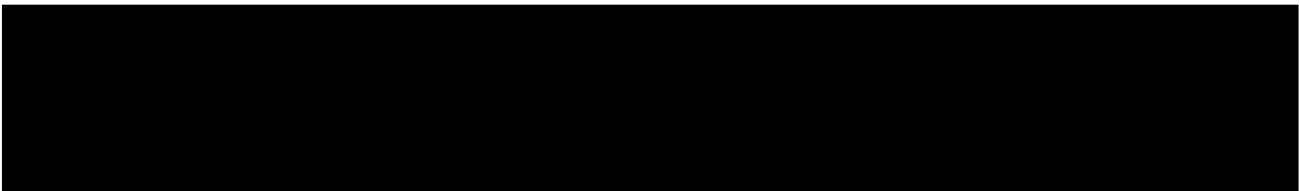
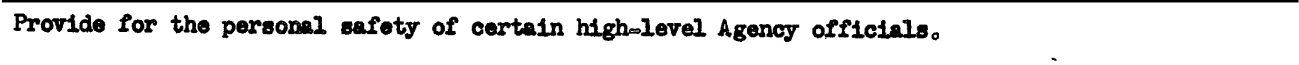
The Chief, Physical Security Division under the direction of the Deputy Director for Personnel and Physical Support, shall:

1. Be responsible for planning and directing a general over-all security program designed to safeguard all classified information, installations, buildings, property, equipment and personnel of the Agency.
2. Prepare and implement security regulations, procedures and methods for the proper safeguarding and control of classified information.
3. Plan and supervise the execution of security systems for the protection of intelligence operations within the organization, the interruption of which might seriously affect the efficient operation of the Agency.
4. Conduct physical security surveys of buildings or areas to be occupied by the Agency including offices throughout the United States, to insure that such installations meet adequate security requirements and make recommendations as appropriate or necessary to provide adequate security for such installations.
5. Make periodic re-surveys and inspections of all buildings or areas presently occupied by the Agency, including field offices, to insure that adequate standards of security are being maintained and to recommend procedures, changes, installations, alterations or construction work that would improve existing security.
6. Act in an advisory capacity to organizational units as to the application of security regulations to their respective organizations.
7. Investigate each security violation including loss or compromise of classified information, extent of compromise, and identity of responsible individual.

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8. Investigate cases of loss, theft or mis-use of Agency property.
9. Determine guard requirements for Agency operations and supervise the guard force.
10. Devise and implement an identification system and control procedures for all Agency employees and visitors.
11. Supervise a staff of receptionists engaged in processing of visitors to and from Agency buildings.
12. Provide for the secure collection, transportation and destruction of all classified waste of the Agency.
13. Provide a program for the maintenance and repair of all Agency safekeeping equipment and for the periodic changing of combinations on such equipment.
14. Maintain personnel on duty in the Security Office 24 hours a day to perform a variety of security assignments and to handle any security problems or emergencies that may arise during non-working hours.
15. Plan, develop and conduct an Agency-wide safety program, and survey reported hazardous conditions and make recommendations for their correction.
16. Conduct a firearms program and train such Agency employees who are required to carry firearms in connection with their official duties.
17. 
18. 
19. Provide for the personal safety of certain high-level Agency officials.
20. Test and evaluate safe-keeping equipment and approve or disapprove such equipment for Agency use.

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21. Approve or disapprove, based on security requirements, Agency requests for the installation of unlisted telephones.
22. Coordinate with IAC agencies on all physical security matters of mutual interest.
23. Participate in the planning and execution of an Agency emergency plan designed to safeguard the Agency's classified material and operations in case of serious emergency.
24. Command a platoon of Agency Security Patrol which is organized for the purpose of protecting classified material, installations, property and personnel of the Agency in the event of an emergency.
25. Provide armed security support for the transportation of classified or sensitive materials and provide security support for high-level conferences held out of town.
26. Devise and implement security procedures with respect to the following:
 - a. Transmission, receipt, logging and storage of classified information.
 - b. Destruction of classified documents and classified waste.
 - c. Uniformity as to classification and declassification of documents and the disposal of obsolete classified material.
 - d. Loss or possible compromise of classified documents or information.
 - e. Security responsibility of the individual while on duty.
 - f. Security in office routine.
 - g. Properly securing and checking offices at close of the working day.
 - h. Staff security check systems.

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STATEMENT OF FUNCTIONS
TECHNICAL BRANCH
PHYSICAL SECURITY DIVISION
SECURITY OFFICE

The Chief, Technical Branch under the direction of the Chief, Physical Security Division, shall:

- 1.
- 2.
- 3.
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5. Provide for the personal safety of certain high-level officials of the Agency.

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STATEMENT OF FUNCTIONS
BUILDING SECURITY BRANCH
PHYSICAL SECURITY DIVISION
SECURITY OFFICE

The Chief, Building Security Branch under the direction of the Chief, Physical Security Division shall:

1. Establish adequate safeguards necessary to preclude the physical penetration of Agency installations and activities by unauthorized individuals.
2. Upon recommendation of the Physical Survey Branch, implement the necessary requirements and procedures to provide for the adequate security of Agency buildings and installations.
3. Security process all new Agency employees, including fingerprinting, photographing, signing of Secrecy Agreement, reading Agency Security Regulations and extracts of U.S. Espionage laws.
4. Make up, issue, control and maintain records of employee badges, special and limited passes and various types of special credentials.
5. Determine guard requirements for Agency operations and supervise the guard force.
6. Establish a procedure for the control of visitors, maintaining appropriate records and investigating unusual visitor activity.
7. Supervise receptionist staff.
8. Conduct building inspections to insure continuing adequacy of security safeguards.
9. Collect, transport and provide for the destruction of all classified waste of the Agency.

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10. Maintain and repair all Agency safe-keeping equipment and the periodic changing of combinations of such equipment.
11. Maintain a master emergency control record of all Agency safe combinations.
12. Maintain personnel on duty in the Security Office 24 hours a day to perform a variety of security assignments and to handle any security problems or emergencies that may arise during non-working hours.

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STATEMENT OF FUNCTIONS

PHYSICAL SURVEY BRANCH

PHYSICAL SECURITY DIVISION

SECURITY OFFICE

The Chief, Physical Survey Branch under the direction of the Chief, Physical Security Division, shall:

1. Conduct physical security surveys and re-inspections of all installations, buildings, areas and space required for Agency use and approves or disapproves the physical security of such facilities.
2. Conduct security surveys and audits on a continuing basis to insure that the Agency's Security Regulations and policies are observed and practiced.
3. Investigate violations of Security Regulations, to fix responsibility in each case, to ascertain the degree of compromise and to recommend corrective measures to reduce the probability of a recurrence.
4. Investigate the loss or compromise of classified information to recover same, if possible, and to ascertain the extent of compromise, if any, and to determine the identity of the responsible individuals.
5. Investigate cases involving alleged malfeasances and the loss, theft or mis-use of Agency property and the development of facts and evidences concerning these matters.
6. Maintain security violation records on each Agency employee.
7. Provide reports to the various office heads with respect to security violations in order that appropriate corrective and disciplinary action may be taken.
8. Prepare statistical information with respect to the number of security violations, the incidence of certain types of violations, the causes thereof, and the degree of compromise involved.

S E C R E T

PHYSICAL SECURITY DIVISION

SECURITY OFFICE

DISCUSSION:

1. The proposed organizational pattern will provide for the establishment of an Office of the Chief, which will be responsible for certain staff type functions, such as a safety and firearms program and three branches with clearly defined responsibilities. The previous organization, which the physical security activity performed at branch level, did not provide for any formal subdivision of organization below the branch level.
2. The research on technical devices and all equipment peculiar to the conduct of the security operation is now centralized in one element, the Technical Branch. Formerly this function, including experimentation on the adaptability of standard technical equipment such as countermeasure equipment and safes was split between an element in the Security Research Staff and the Office of the Chief, Security Division.
3. All aspects of the day to day measures necessary to assure the physical security of Agency premises have been centralized in a Building Security Branch. This provides for central supervision of all persons involved in admission of outside personnel to Agency premises as well as the control records concerning them. Functions allied to the guarding of the physical property of the Agency such as the collection and disposal of classified trash have been placed under a Service Section which is also responsible for the maintenance, minor repair and changing combination of all Agency safes. This section provides for a logical grouping of all service type functions.
4. A small section is provided for the issuance and control of Agency passes and other credentials.
5. A separate section is provided for the night Security Officers to be under the direct supervision of the Chief, Building Security Branch. The section will provide for sufficient personnel to cover the office during all times other than normal working hours as well as to supply personnel for continuing routine building inspections, supervision of the guard force or to be on hand when emergencies arise concerning the physical security of Agency premises.

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6. In addition to the above mentioned activities of the Technical Branch, the Chief has the responsibility for the supervision and administration of the detail assigned to provide protection to the Director and to provide for the security of his immediate office.
7. The separate functions to be conducted in the Office of the Chief include all phases of an Agency firearms program and the conduct of an Agency-wide safety program.
8. A Security Survey Branch is provided to provide an investigative organization as it pertains to physical security of buildings and within the paperwork area. The Branch will handle violations of all types and render investigations on the loss, compromise or possible compromise of classified documents. It will conduct building surveys of such type as may be necessary when additional space is to be procured or render advice concerning major alterations of property or moves, as distinguished from routine building surveys to be conducted by the Building Security Branch.

JUSTIFICATION:

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1. The proposed T/O for the division includes [redacted] positions, an increase of 15 positions in excess of the Physical Security Branch. The transfer of 2 Safety Engineers from the Security Division and 4 positions for the Technical Branch account for a total of 6 positions. An additional Clerk Stenographer is proposed for needed clerical support for the Office of the Chief and to support the Technical Branch. In addition a Technical Assistant is proposed for this Branch.
2. Two Security Clerks are proposed; one to handle the increased demand occasioned by an increase in the volume of classified trash handled and the other to handle an increase in workload occasioned by safe combination changes.
3. Two additional Physical Security Officers are proposed; one for the Building Security Branch and the other for the Physical Survey Branch. These proposed positions may be substantiated by an increase of the numerous tasks assigned to the building Security Officers including night calls and the volume of work in investigating actual or possible breaches which may involve security violations.

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